

ANAHEIM PUBLIC LIBRARY



Haskett Branch Library



Building Program



HASKETT BRANCH LIBRARY
Anaheim Public Library
BUILDING PROGRAM
BY RAYMOND M. HOLT, LIBRARY CONSULTANT

CHAPTER 1

**OVERVIEW AND INTRODUCTION
TO THE BUILDING PROGRAM AND PROJECT**

Note: This chapter, and the three chapters that follow comprise Part I of the *Building Program*. The outline in Section 20440: Appendix 5 for the *Library Building Program Components* has been followed including corresponding ¶ numbering. Together Part I and II provide general information, description of major non-spatial requirements, summaries of quantitative spatial data, and the characteristics of desirable adjacencies. Part II contains the specific detailed requirements for each of the Library's identified functions in a series of Space Description Sheets. The Building Program provides a blueprint for the way in which the resources and services revealed by the Needs Assessment Study and established in the Plan of Service are to be organized and otherwise provided for in the new Library Building. The *Building Program* is organized as follows:

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|----------|--------------------------|--|
| Part I: | Chapter 1: | Introduction to the Building Program
and Project Overview |
| | Chapter 2: | General Non-Spatial Requirements |
| | Chapter 3: | Summary Tables |
| | Chapter 4: | Adjacency Diagrams Showing Essential
Functional Relationships |
| Part II: | Space Description Sheets | |

Preparation of this Building Program was preceded by a *Needs Assessment Study*¹ which concluded that the library needs of the Haskett Branch Library's present and future population greatly exceed and substantially differ from that which can be provided within the confines of the existing 40 year old Library building. Moreover, the ability to remodel and expand the existing Library was viewed as being seriously handicapped by a number of factors. These include: inherent design constraints that would force undesirable compromises with functionality and efficiency of operations, the high cost of upgrading mechanical and electrical systems, and other building elements to conform to current code requirements. Fortunately, the present Maxwell Park site that is considered ideally accessible for library users can be easily expanded at minimal cost to include both the library building and adequate parking.

¹ See *Haskett Library Needs Assessment Study* by Raymond M. Holt, Library Consultant, March, 2002.



2. Overview and Introduction

It is the purpose of this building program to provide the detailed information needed by design professionals to design a new library building for the present and future users of the Haskett Branch Library, a Branch of the Anaheim Public Library. While replacing an overcrowded, out-dated and dis-functional building, the new facility will continue to occupy its historic, highly visible and easily accessible location in Maxwell Park one of the City's most popular, prominent and heavily used community crossroads enable the Haskett Branch Library to:

- Fulfill its complex role for all elements in the community as established in its *Plan of Service*.
- Significantly improve its literacy and reading achievement resources, programs and services to the large immigrant and Hispanic community surrounding it.
- Achieve the objectives set forth in its agreement with the Magnolia School District.
- Serve as the technology, resource and tactical node for additional library outlets master planned to serve residents in West Anaheim but beyond the convenient reach of the Haskett Branch Library.
- Further expand its ability to serve as a focal point of community life inauguration of vital new services, growth of collections, more adequate public meeting space while improving the cost effective delivery of traditional services and resources.

a. General Introduction, overview of need and time schedule for the project

General Introduction

The new 24,000 square foot Haskett Branch Library facility will replace an aging and inadequate 7,500 square foot building that opened its doors in August 1962 – four decades ago. That building was designed to serve an entirely different population having considerably less than half the population, presently live within the service area. Hispanic and other ethnic groups, now dominant in the area, formed only a very small portion of the population in 1962. Consequently, space for collections and services was designed to meet the comparatively simple library needs of a post World War II population.

Today, the library service area contains more than twice the number of residents that occupied the service area in 1962. Moreover, through annexations and residential development, the geographic area served by the Haskett Branch Library has also more than doubled in the past four decades. Today the Library must serve an increasingly diverse clientele that continues to grow with an ever-expanding immigrant population. More than 75% of today's population is of Latino heritage or a member of a race other than White.

As noted in the *Needs Assessment Study*, the Haskett Branch Library is a unique island of opportunity for a concentrated, yet ever-expanding population that encircles it. Beyond,



but still very much within the Haskett Branch Library's service area are thousands of residents with adequate reading skills that anticipate access to the full range of contemporary library services and resources. Census data² compiled for median incomes, educational attainment, age, occupations, and other demographic characteristics reinforce the important role the Haskett Branch Library is challenged to play in satisfying both groups.

Need for the Project

The existing Haskett Branch Library is limited by a variety of facility shortcomings ranging from a severe lack of space, structural weakness, inflexible design to totally inadequate power and telecommunications capacity. These prevent the library from expanding its traditional resources and services as well as provide adequate access to the ever-growing wealth of electronic information technology. Moreover, the building's design severely restricts the functional layout of services and resources thereby adversely affecting the cost effective provision of services. Location of the front entrance facing Broadway is obscure and requires users to walk extra distance from the adjacent parking lot. Orientation of the Library provides little opportunity for readers wishing to enjoy the surrounding landscape of Maxwell Park.

Collection development is inhibited by the lack of shelving space resulting in drastic limitations in the amount of print and non-print material available to the public. This has been exacerbated by the necessary replacement of shelving by technology equipment. In the public area, tightly packed shelves resist user efforts to find, dislodge and peruse desired titles. Readers compete for the limited amount of seating. Others queue up to use one of the 11 PCs in the adult area and the 19PCs in the children's room. Adult users and students constantly seek non-existent quiet reading or study space that has long since disappeared.

Meeting room space is limited to a single room with a maximum capacity of 65 people. As a result the library cannot provide the optimum range of library programming or accommodate the critical meeting room needs of compatible community groups and organizations. Space limitations elsewhere have forced the library to use there room for literacy tutoring and a homework center. As a result it is seldom available for community group use. The lack of adequate programming space is a constant obstacle for the unusually large number of children of all ages, often accompanied by parents or other caregivers who crowd the building for the frequent story hours, literacy instruction and other programs. This is particularly detrimental to a very popular literacy and tutoring program available for all ages. Tutors and their students vie for places in nooks and corners, at public reading tables, and sometimes pupil and tutor must sit on the floor.

The building's poor acoustics is a continuing source of public complaint. Since there is no physical separation between the Children's and Adult areas, story time and other programs generate disturbing noise levels. This is further aggravated by the hubbub surrounding the Circulation Desk as people entering or leaving the Library are forced to thread their way through the lines of people waiting their turns at the Circulation Desk.

² See *Needs Assessment Study* for documentation and additional details.



Hidden beyond the public area is the single overcrowded and woefully undersized staff workroom, that inhibits staff productivity and one undersized office for the branch librarian. Delivery, sorting and storage space is limited to shelving lining the narrow staff hallway. Restroom facilities for both staff and public are woefully inadequate; separate restrooms for children do not exist posing a serious security concern.

The current conditions are in startling contrast to the promise of the new Haskett Branch Library. Its expanded location facing a busy thoroughfare bordering popular Maxwell Park location enhances its accessibility to present and future users of whom 25% walk to the library. The new building is designed to attract attention while promising relaxed surroundings with favored views of mature trees, landscaped park grounds and a quiet atmosphere.

Inside the Library patrons and casual visitors will find a friendly and inviting environment prompting them to explore and enjoy its many interesting and important features. Gone are the overcrowded book stacks and the dearth of seating. Banks of readily accessible PCs and MACs stand ready for use. Conveniently located Library staff await inquiries. Quiet reading and study alcoves are in evidence – many with tranquil views of the Reading Garden and Maxwell Park beyond. The much larger children's area with its own Storytime Room is physically and acoustically separated from both the adult and young adult service areas. Specially designed literacy and tutoring facilities are readily available for all ages.

Looking to the future, the new building will enable the library to achieve its long range goals rooted in the Library's *Plan of Service* and the findings of the *Needs Assessment Study*. These include:

- Serving as one of West Anaheim's primary gateways to literacy, reading achievement and an improved quality of living,
- Acting as a reliable source for continuing Life Long education for all ages,
- Performing as an essential community center for cultural enjoyment and learning,
- Providing a broad range of materials and services to support students at every level,
- Linking people with the new and profound sources of learning available through the rapidly changing products of electronic information.
- Serving as an essential support resource for the civic and business communities
- Serving as a major component in the cultural and educational life of the community.

Time Schedule



TABLE 1-1
SUGGESSTED PROJECT TIME SCHEDULE

DATE	TASK
May 15, 2002	Plan of Service, <i>Needs Assessment</i> and <i>Building Program</i> completed
May 15, 2002	Work proceeds on all required data for Application; Design process continues
May 21, 2002	Design submitted for review and approval by City Council
May 21, 2002	Draft of Application Completed for processing with City and other agencies as necessary
May 31, 2002	All approvals and application details completed
June 4, 2002	Completed application approved by City Council
June 14, 2002	Application submitted to California State Library for Bond Funding approval

b. Relationship of the library building program to the architectural design process.

The Building Program relates directly to the architectural process in several distinct ways:

- *The Building Program* provides the vehicle through which the client can provide the concepts, detailed information and rationale that design professionals require to design appropriate facilities.
- *The Building Program* establishes and explains the client's priorities and the new facility's desired design features.
- *The Building Program* serves as an important educational tool for design professionals unfamiliar with library facility functions, services, and space needs.
- *The Building Program* serves as a means for evaluating plans and specifications.
- *The Building Program's* specific requirements serve as a checklist for the client during review of plans and specifications.
- If the client's Agreement formally recognizes the authority of the *Building Program* it becomes an effective means of enforcing performance and compliance in worse case scenarios.



c. Identify and Discuss the roles and interrelationships of the Library Building Team Members

The primary Building Team Members who have been meeting bi-weekly since December, 2001 have been identified as:

- Chris Jarvi, Director of Community Service Dep't, City of Anaheim
- Richard Mayer, Community Development Director, City of Anaheim
- Carl Heimberger, Capital Projects Coordinator, City of Anaheim Community Services Department
- Carol Stone, City Librarian, Anaheim Public Library
- Marianne Hugo, Library Services Manager
- Estelle Williams, Library Services Manager
- WLC Architects
- Project Architect, Larry Wolfe
- Design Architect, Xavier Adrian
- Interiors & FF& E – to be determined
- Construction Manager – to be chosen
- Raymond M. Holt, Principal, Raymond M. Holt, Library Consultant
- Sarah V. Holt, Associate, Raymond M. Holt, Library Consultant

The major roles to be assumed by the Team Members may be briefly stated as follows:

Chris Jarvi serves as the essential point of contact with the City administration. Tasks will include (1) communicating progress of the project to the City Manager, (2) identifying and helping to resolve issues that involve City policies and interdepartmental concerns. Richard Mayer is responsible for coordination of the project within the Community Development Department that includes Parks and Recreation among others.

Carl Heimberger, as Capitol Projects Coordinator for the City, will have oversight of contractual matters and general review of project progress.

Carol Stone as City Librarian will be responsible for coordinating the project within the Anaheim Public Library system and for final decisions on details of facility design as work progresses. She will also be responsible for justifying and securing from the City sufficient funds for the new Haskett Branch Library operating budget.

Marianne Hugo and Estelle Williams, both of whom have served as manager of the Haskett Branch Library will continue to bring to bear their intimate knowledge of the community and branch library operations in the review of drawings and specifications. They will also be responsible for projecting staffing, collection and other requirements for the new building as well as the operating budgets for the first two years.

Larry Wolfe, WLC, Architects, serves as project manager and thereby is responsible for all phases of design including coordination with the City, contracts with other professionals for special services, etc. He will represent the project in meetings with the City Administration and City Council.



Xavier Adrian, Design Architect for WLC is responsible for site planning and for the design of the Haskett Branch Library to meet *Building Program* requirements. He is responsible for the preparation and presentation to other Team Members all design documents, specifications and other materials relevant to the project.

A person has yet to be chosen for interior design and FF&E. When named, he or she will be responsible for coordinating the interiors including the layout of all furniture, equipment to achieve the requirements set forth in the *Building Program*.

A Construction Manager will be a valued addition to the Team during construction of the Haskett Branch Library. His expertise in all phases of construction and day-by-day supervision of the contractor is essential. It is expected that he will make regular progress reports to the Team and will work with the responsible team members when issues arise.

Library Consultant Raymond M. Holt has been responsible for the *Needs Assessment Study* and the *Building Program* which are basic to this project. Using information provided by the library staff during design..

d. Paramount Trends and Issues Affecting Library Design³

In preparing this *Building Program* attention has been given to current trends in library resources, services and operations. Those having the greatest potential impact for consideration by design professionals are briefly described here. Each, in its own way, represents ways in which the Library of the 21st century may differ from its predecessors.

a. FLEXIBILITY

Flexibility to facilitate the adaptation of the Library to changing requirements will be a major factor in determining user satisfaction, the long-term cost effectiveness of library operations as well as the length of the facility's useful life. This attribute involves everything from functional relationships to the abundance and delivery of power and communication resources. The degree to which the design of the new Library contributes to providing sufficient flexibility to adjust spaces and operations in keeping with rapid changes in public use patterns, development of new formats and library management requirements will be a key test of design adequacy.

b. SUSTAINABLE AND COST-EFFECTIVE LIBRARY OPERATIONS

Maximizing the services and resources a library can provide its users requires concentrated effort to achieve facilities that are sustainable and cost-effective in their operation. This ranges from limiting public desks - and therefore staff - to the minimum required for optimum service and supervision, to economical mechanical systems, long

³ Because of their relevance to library management, use and design, This brief description of important Trends and Issues affecting library design has been inserted here although not required in the Appendix 4 outline.

lasting building materials and finishes that can be maintained at low cost and labor saving workstations. Under these conditions, higher “first costs” must be preferred to design solutions that result in increases in staffing, more frequent servicing and/or earlier replacement of equipment, or higher utility bills. Therefore, a major goal of this *Building Program* is to facilitate the design of a Library that is sustainable and cost effective in its long-term operations while enhancing the opportunity for creating an esthetically pleasing design that fits into its Maxwell Park setting, its service objectives and the lives of its users.

c. INTEGRATION OF ELECTRONIC RESOURCES WITH TRADITIONAL LIBRARY MATERIALS

Achieving a balanced approach to the integration of electronic information resources with traditional library materials poses a major design issue. The utilization and integration of electronic and traditional library collections and services is a special concern, this *Building Program*. While it is expected that books and other printed materials will continue to be a basic format for the foreseeable future, information technology with all of its tools will play an increasing role. Electronic information equipment and data banks that must be recognized and dealt with continue to change and multiply with increasing rapidity and complexity. Meanwhile the numbers of significant publications in print continue to increase each year negating assumptions that the number of bookshelves can be reduced to provide space for other media and technology equipment.

d. MULTI-MEDIA FORMATS

The proliferation of formats which libraries must accommodate is complicated by the increasing frequency with which new media is introduced, popularized and then replaced by still other formats. With each new format, space and housing requirements change. Yesterday's LP record is now a much smaller tape or disc while the 16mm film has been replaced by video tape which in turn is being converted to a digitized disc. Keeping material in multiple formats requires space and a variety of housing arrangements - to say nothing of large budgets for acquisition, maintenance and public use. Driven by the communications and technology industries, this trend appears to be accelerating. Libraries that fail to keep pace appear to the public as old fashioned, unresponsive or regressive. Creating a Library that will successfully facilitate accommodation and extensive use of all media is another challenge facing the design team selected for this project.

e. ELECTRONIC MEDIA and NON PRINT EQUIPMENT TECHNOLOGY REPORT

The use of print requires only a suitable place for the reader to sit and read. On the other hand, electronic media and non-print formats are useless unless relevant equipment is available. Experience is beginning to confirm that such equipment requires more space than was originally assumed. In addition to the space for the computer or other equipment, library users require room for manuals, notebooks, printed reference books, etc. Some user stations must also be large enough to accommodate 2 or more people since users often come as pairs or small groups working together. In the Children's Room some come as families with an adult and 2 or more children wishing to use a computer together.



Moreover, the vast resources opened by the computer encourage users to spend long periods of time at their computer stations exploring and extracting information. Surfing the Internet or browsing through the prodigious contents of a tower full of CD-ROMS requires time and concentration. This often requires using a workstation much longer than a reader who has searched the shelves for books then occupied a seat at a convenient carrel or table long enough to select the items he or she will checkout for reading at home or workplace. The quick turn-over in the use of computer stations originally expected, has not occurred. Libraries find themselves adding more and more terminals. Often the number of PC's, etc. actually needed exceeds both budget and available space.

Nor can this insatiable need be satisfied by a few clusters of workstations. So ubiquitous has become the technology's proliferation of equipment that every seat in the library has become a potential technology workstation. This has a major impact for power and communication data line distribution throughout the building.

Effective sustainable design must also take into account the Library's need to provide equipment users with assistance and supervision. In fact, public use of library PC's to access pornography has given high priority to the ability of library staff to visually, but unobtrusively observe PC screens. Installation of "screening programs" has proven more easily evaded and less reliable than hoped. This conditions seems to indicate that the advantages of clustering numbers of stations for easier control may outweigh the possible benefits of random distribution in or near stack areas once favored as a means of increasing user convenience.

All of this must be added the mechanics of providing optimal wire management including power and cable distribution while maintaining flexibility required for moving or adding equipment. Questions inevitable arise regarding the use of fiber optics, various under-floor duct and conduit systems, etc. For the Haskett Branch Library a technology specialist will assist in dealing with the various aspects of cabling, etc. Incidentally, in recognition of the growing importance and special requirements associated with technology, a separate spaces has been provided for technology support.

f. FUTURE USAGE PATTERNS

While there are those who predict the early demise of libraries with their presumed "archaic" print formats, there is good reason to believe that libraries will continue to evolve and adapt as they accommodate new resources and services. In addition to their other attributes public libraries serve an important human need as a neutral meeting place. Therefore, this *Building Program* assumes that the Haskett Branch Library will continue to be an increasingly valuable - nay, *essential* - component in the west Anaheim community's matrix of civic, cultural and educational institutions. The Haskett Branch Library's volume of usage is expected to rise substantially when stimulated by an attractive new building offering greater resources, services and programming space.

Usage patterns in the future will change, but there should be accelerated focus on special interest niches such as careers, non-English languages, tutorial and individual



learning geared to continuing education - especially that related to job/career changes. As the detailed requirements of this *Building Program* make clear, the Library has a proven role to play in promoting both traditional literacy and computer literacy. Such literacy is recognized as the necessary tool for those who wish to develop their full potential. West Anaheim's population profile accentuates its youthfulness guaranteeing that children will continue to be a prominent segment of the user population. But use by parents and seniors is also on the rise and expected to increase dramatically in response to the new Library's ambience and services. Because other niche opportunities will surely emerge in the years ahead, it is essential that the Haskett Branch Library's design has the flexibility to change and adapt space for presently-unforeseen resources, users, services and staff.

g. SECURITY AND LIFE SAFETY

Adequate provisions for security and life safety in the Haskett Branch Library, as in all public libraries must be incorporated into the facility's design. This begins with the exterior of the building where landscaping, lighting and entrances are among the possible concerns. Inside, unsupervised or poorly supervised areas contribute to various types of anti social behavior from vandalism to theft and assault. Detection systems installed to protect collections appear more likely "to keep honest people honest" than to deter the intentional thief. However, today's attempted theft incidents can not be taken lightly for they often involve expensive parts of computers and other equipment or even the entire PC rather than just recordings or books.

Library staff, often working alone and/or in semi-isolated locations, are particularly vulnerable to criminal actions. In recent years, several librarians in the United States have been killed or seriously wounded under these circumstances. By virtue of the fact that libraries are public agencies open to anyone wishing to enter their doors, library buildings have historically been a haven for some who are homeless, mentally unbalanced or otherwise on the fringes of our society. Restricting and controlling such individuals is a frequent problem made more difficult when the physical environment of the library hampers supervision. Surveillance of the approaches to Restrooms is a particular necessity while the increase in crimes against children mandate separate Restrooms for youngsters. Panic buttons should be at every public desk and in every office and workroom.

Once thought almost immune from fires and wanton destruction, arsonists and vandals have proven instead that libraries are great targets for their crimes. Therefore, every reasonable means of deterrence, detection and protection should be incorporated to safeguard the library building, its contents and occupants.

(2) e. Haskett Branch Library's History

The Haskett Branch Library is a product of the unbelievable growth that the City of Anaheim experienced in the decade between 1950 and 1960 when population leaped from 14,522 to 104,184, (U.S. Census). Developers pushed Anaheim's boundaries westward as citrus groves and other agricultural land gave way to housing tracts to provide homes for a burgeoning population. Newcomers were attracted by climate,



suburban housing and lifestyles, employment opportunities in the expanding economy, the presence of Disneyland and proximity to beaches and other recreation. It soon became imperative to replace the 52 year old Carnegie Library Building in Anaheim and to establish a branch to serve the West Anaheim community. This led to a successful bond issue April 12, 1960 for \$1.6 million dollars of which the sum of \$160,000 was earmarked for "Branch No. 1". This became the Haskett Branch Library. A prominent site in Maxwell Park facing Broadway was chosen for the new facility. Thomas J. Russell, A.I.A., of Long Beach was selected as the architect for the 7,534 square foot building. It was dedicated on August 26, 1962 and named the Elva L. Haskett Branch Library in honor of the woman who was the beloved Anaheim Children's Librarian from 1925 to 1961 except for a brief period when she served as Acting City Librarian in 1957. She was assistant Library Director when she retired in 1962.

Total cost of the building including fees, construction, landscaping and furnishings and equipment was \$177,315. Using a simple, open floor plan, the facility had ample space for the collection that began in 1962 with 24,053 items and was expected to grow to a capacity of 30,000 volumes. (This number which had already been exceeded by 1985 has since grown to nearly 50,000 items.) The exterior design and construction was rather typical for that period and featured large windows and cement block screens. The community accepted the new Haskett Branch Library with great enthusiasm and it has since become both a symbol and a substantial resource for its ever-changing clientele.

2. (f). Needs Assessment Findings.

The Needs Assessment study determined that the existing Library building is grossly inadequate to meet current needs, let alone those of the future population. Changes in West Anaheim over the past several decades have been described in the opening "Overview" description of the service area. Determining the resources and service required to serve this burgeoning population resulted in a basic finding substantiating the need for a Library building of 25,000 gross square feet. This amounts to a structure more than three times the size of the existing facility's 7,500 square feet. Fortunately, the present Library site in Maxwell Park can be expanded sufficiently to accommodate both structure and parking.

A thorough analysis by architects and engineers resulted in a recommendation that the most cost-effective procedure would be the creation of an entirely new library building on the same site rather than to attempt to remodel and expand the existing structure.

2. (g) Summary.

The design of a new Haskett Branch Library facility offers a unique opportunity to create a building that will serve the west Anaheim community for the next 40 years. And, symbolize the community's entrance into the Twenty-first Century. Success depends on finding satisfactory solutions to many issues of function and operation. This *Building Program* is offered as one of the tools needed for a successful project.



CHAPTER 2

GENERAL REQUIREMENTS OF THE LIBRARY BUILDING

3. General Requirement of the Library Building

Certain requirements are considered fundamental and generally applicable to library buildings. While these requirements may be familiar to many project team members, they are included as a basis for mutual understanding at the outset of the program.

Items in **Part 1**, of this *Building Program*, are those specified in *SECTION 20440 (d) (4): APPENDIX 5 OF THE FINAL (CODIFIED) TITLE 5 LIBRARY BOND ACT REGULATIONS OF JANUARY 4, 2002*. With a few exceptions, these general requirements are not repeated in the *Space Description Sheets* that follow in this *Building Program*. Additional "general requirements" specific to the *Space Description Sheets* have been added as a Preface to Part 2 of this Chapter for further guidance to the design professionals.

PART 1

THE FOLLOWING ITEMS ARE SPECIFIED IN APPENDIX 5 OF SECTION 20440 TITLE 5 LIBRARY BOND ACT REGULATIONS

A. OCCUPANCY BY STAFF AND PATRONS

The number of occupants is provided for as the first item in each Space Description Sheet appearing in Part 2 of this *Building Program*. The number of public occupants has been estimated by consultation with library staff familiar with the community pattern of use for particular functions and resources housed in each area. Staffing has been based on the number required to adequately provide for user needs and supervision in each public area. In staff offices and workrooms, the number of staff is based upon the purpose and tasks attributed to each space. Meeting room occupancies have been based on attendance expectations for library and community programming. The augmentation of services for literacy training, homework space and other services for K-12 students, space for quiet reading and study, and meeting room space in the community are among the factors considered in determining potential occupancy.

B. TYPE AND SIZE OF COLLECTIONS

The type and size of collections to be provided by the Haskett Branch Library include print, nonprint, and electronic media. Shelving will be provided for 0,000 items. This is expected to represent approximately 70% of the total collection of 85,700 items with an average of 25,000 items in circulation. A collection of this size represents 1.33 items per capita for the West Anaheim Library service area.



C. FLEXIBILITY AND EXPANDABILITY

Providing flexibility in the Library's design is a major factor in creating a sustainable library building. Designed flexibility must enable the Library to adjust quickly and economically to the myriad forces which, over the years, alter space allocations, service patterns, usage, collections and other resources, technology equipment, staffing, etc. In addition to being able to adapt existing space to new uses, flexibility includes convenience and ease in accessing power and communications lines for the installation of electronic and telecommunications equipment.

A minimum of load bearing walls and the maximum spacing of columns will increase flexibility. Architectural elements such as atria, grand staircases and embellished columns must be avoided. Mechanical equipment, electrical panels, etc., must be located where they can be easily and conveniently accessed for service without disturbing library operations, users or staff. Moreover, locations of such equipment must not create vibration or acoustical problems, or impinge on future expansion.

While it is assumed that the building as programmed will provide sufficient space for many decades, the building's design must include provision for future expansion of at least 35%. This expansion capability is to be shown in concept and schematic designs with due consideration for site, structural and architectural ramifications.

D. STAFF EFFICIENCY

Staffing is always a major cost factor in library operations and often represents 60-75% of the annual budget. Therefore, the Library staff requires accommodations designed to encourage efficiency and productivity while maintaining a pleasant atmosphere that strengthens morale. In public areas, staff desks must be located to enable staff to provide assistance to individuals and general supervision of the designated area with minimum travel. Reference tools and equipment such as PC's must be conveniently placed for quick referral.

Budget constraints often make it necessary for the library to operate with minimum numbers of staff. Unimpeded sight lines between public desks, seating areas, and PC's for instance, take on a special importance. Visual supervision of PC's used for internet access is both critical and a sensitive issue for public and staff alike. Wherever possible, PC screens should be easily unobtrusively visible to staff. Potential structural or other barriers to visual supervision that reduce staff control should be eliminated from the design. Because theft, vandalism and other problems are a constant threat in all libraries, there must be easy visual control over sensitive spots such as the entrance to Restrooms, exit doors, emergency exits, etc. All public areas are to be protected by security cameras and monitors. Other monitoring devices such as mirrors and video cameras should be employed where necessary.



Workrooms and offices must be flexible with a minimum of walls or other barriers. Flexibility is necessary to permit rearrangement of workstations for the accommodation of new tasks and equipment. PC's may soon appear at nearly every staff workstation. Proper wire management is expected; excellent general and task lighting, optimum HVAC and acoustic control are essential in all staff areas as well as in public spaces. Glare, especially on terminal and video screens must be avoided. Operable windows in staff workrooms and offices are very desirable.

E. ENERGY EFFICIENCY

Title 24 requirements and sustainability objectives must be adhered to in designing the Library. Full advantage should be taken of building orientation, design, solar equipment and landscaping to optimize energy conservation measures. Day-lighting should be maximized and full use made of solar energy. Automated energy controls may be used as a further adjunct. Windows, especially in staff offices and workrooms must be operable and natural ventilation should be possible in public areas as well. Restrooms, storage rooms and other spaces that have intermittent use should be equipped with light switches sensitive to the presence of people. HVAC zoning should be micro-managed to permit maximum room by room control. Water conservation is to be considered from landscaping to restrooms.

F. FENESTRATION

Fenestration is an important design aspect because of its implications for natural lighting, energy conservation, view potential and external appearance. Title 24 requirements must be observed. Operable windows are called for in staff offices and workrooms and may be used in various other parts of the Library where natural ventilation is desirable during periods of mild weather. However, such windows must not pose an undue security risk. Window hardware must be sturdy, reliable and easily operated. All windows should be protected by the security system. Placement of fenestration should preclude direct sunlight from falling on shelved library materials, PC screens, reader tables and carrels, or workstations. Wherever possible, windows should be protected from direct sunlight by overhangs or other architectural devices. The need for window coverings must be kept to an absolute minimum. Light shelves, skylights and/or clerestory windows should be used where applicable and included in the security system.

The planning of fenestration including types of windows, window frames and location must consider long term cost of cleaning and maintenance.

G. SPACE FINISHES

All materials used for finishes on the library building's exterior and interior must be durable, easily maintained and, when conditions require, economically restored, or replaced. Where paint is used, it should be of high quality and selected from standard



colors offered by a recognized manufacturer. Colors must not be mixed because they are often difficult to duplicate in the future and more expensive. Wherever possible space finishes should contribute to minimizing noise. Hard surface floors such as tile and stone should be avoided. Where carpet is used, heavily trafficked "paths" should be anticipated. Carpet selected for such locations should be different in color if not in texture, etc., to facilitate easy replacement. Ceramic tile with dark grout should be used in all restrooms, kitchens and beneath all drinking fountains. The restroom walls including entry vestibules should be tiled from floor to ceiling with cove tile used where walls and floors meet. The splash areas around drinking fountains and above sinks should be tiled also.

H. ACCESS FOR THE DISABLED

Both the exterior and interior of the library building must be designed in sympathy with and in full compliance with the handicapped access provisions of Title 24 and all other applicable codes. Because libraries may attract more handicapped persons than most facilities, more handicapped parking stalls should be provided than the minimum required by code. Walkways should be concrete with a non-slip surface. Use of quarry tile, rough surfaced stone or any other material that is uneven or requires grouting must be avoided. Automatic exterior doors are necessary and all interior doors used by public and by staff should comply with regulations for access by wheelchair. Space calculations for collections in the *Building Program* include 36" wide aisles. Shelving capacities are based on use of 14 double faced shelves for 90" shelving, 10 shelves for 66" shelving and 4 shelves for 42" and 48" shelving. The top and bottom shelves of 66" and 90" high shelving may be left vacant as long as possible to facilitate user access. Furnishings including workstations must include units designed for wheelchair access. Signs must also be designed and installed in accordance with the ADA requirements.

I. ACOUSTICS

Achieving acceptable acoustical levels in the building should be a major design factor because library users tend to be sensitive to noise. Title 24 provisions must, of course be adhered to. Acoustic design must involve the internal layout of functions, furniture and equipment as well as the choice of building and finish materials. Full isolation from noise and vibration from HVAC units must be achieved. Hard floor surfaces such as tile and stone must be avoided; this includes high traffic areas such as the entry lobby and the floors surrounding the Circulation Services Desk where the temptation to use tile, terrazzo, brick, tile or similar materials may be great because of superior wearing qualities. Instead, a floor covering such as cork or heavy-duty carpet should be used. Selection of carpet should be limited to colors, weaves and laying patterns which favor long wear, easy maintenance and economical replacement. Use of acoustical wall coverings and acoustical ceiling tile will be beneficial. Acoustic baffles may be needed in some of the HVAC ducts. *Note: Use of "White Noise" or music played over the PA system to cover up other distracting sounds is NOT acceptable.*

J. ENVIRONMENTAL CONDITIONS (HVAC)



The HVAC system must comply with Title 24 provisions, sustainable building objectives and be fully capable of meeting local weather extremes. Fluctuations in interior temperature and humidity must be kept to a reasonable minimum to avoid unnecessary deterioration of library materials and to insure creature comfort. The HVAC system is to be energy efficient, utilize solar energy where practical and be equipped with automatic controls. Supply and return registers must be positioned where they do not create drafts. Duct work should be lined to reduce noise. Operable windows are to be available in staff offices and workrooms and where possible in public areas to provide an alternative fresh air supply so that some ventilation is possible when the HVAC system is shut down.

Service warranties on HVAC equipment should provide for periodic balancing and maintenance for an extended period. An effective electronic air-filtration system should be used, keeping in mind that as much as 25% of the particulate matter to be removed may be the result of paper dust. **ALL duct work must be thoroughly cleaned after installation and periodically thereafter.**

Roof mounted HVAC equipment is to be avoided because of the inherent problems of servicing, accessibility, acoustics and risk of potential roof damage resulting in leakage from condensation and/or storms. HVAC equipment located outside the building is preferred providing it is fully enclosed to prevent vandalism and reduce noise transmission. Operable windows are to be available so that some ventilation is possible when the HVAC system is shut down. Multiple HVAC equipment units are preferred to a single large system.

Equipment rooms for HVAC must be located where they are easily accessible for maintenance and repair without entering the staff and public areas of the building. Such rooms must be acoustically insulated to protect adjacent interior spaces.

K. ILLUMINATION

Excellent lighting is extremely important in all parts of the Library. Current fashion trends in fixtures, ceiling design clichés, and overly sophisticated fixtures must be avoided. Task lighting should be used where practical. While Title 24 requirements must be observed, so far as possible illumination levels should be tailored to user needs. Light sources, both natural and artificial should produce an environment that is warm in color and does not produce glare on PC screens or table, carrel and workstation tops. This is increasingly important as the dependence upon PCs for both public and staff use intensifies.

All proposed integrated stack lighting systems must be tested in mock-ups which simulate actual conditions including ceiling heights, colors, textures, shelving capacities, aisle spacing and any other elements that could affect the results.

The effect of lighting on sustainability objectives long-term energy costs and maintenance must be given serious consideration during the selection of light fixtures. In



addition to being efficient, fixtures that are selected must be easy to clean, re-lamp and located where they can be reached for routine maintenance with a minimum of effort. Light fixtures above book stack areas, whether ceiling mounted or suspended, are often hard to reach and may require special ladders or other equipment for re-lamping or other maintenance. If possible, ballasts should be remotored for ease of maintenance and better control of heat. The number of bulb and tube types and sizes required for re-lamping should be kept to a minimum consistent with cost-effective lighting and maintenance practices.

Interior lights should be controlled from a master electrical switch panel easily accessible to staff but **NOT** accessible to the public. The same circuits must not be used for both lighting and equipment. Clearly marked light switches must be convenient to staff entering and leaving the building. Lighting in public restrooms and in other rooms accessible to the public should be controlled by staff from remote stations and/or by key switches.

Exterior lighting is to be provided as an adjunct to life safety and security as well as to illuminate the building. Fixtures are to be vandal resistant, easy to clean and re-lamp without extensive scaffolding or use of overly-long extension ladders or platforms. Exterior lighting is to be controlled by a time clock and/or light sensing system.

L. POWER AND DATA COMMUNICATION SYSTEMS

Access to adequate power and data communication sources that conform to Title 24 requirements is an absolute necessity for the library. An experienced Technology Consultant familiar with library facilities and operations should be available to help determine power and data communications requirements and to work with the Library and/or City's Information Technologist, Electrical Engineer and others in evaluating alternative methodologies and products. Consideration is to be given wireless technology where applicable. Provision is to be made for a flexible under-floor duct or other system which can route sufficient power and data communications cabling to any place in the building for illumination, PCs, telephones, video cameras, monitors, and other equipment. This includes both conduit capacity and an adequate number of conveniently located electrical outlets and data ports as described in *the Space Description Sheets* in **Part 2** of this *Building Program*. PCs must be connected to dedicated power and DSL data cabling with un-interruptible power sources. Surge protection must be standard and universal on all circuits. Empty conduits should be included in every column and at frequent intervals along walls for future use. Conduit and switch panels must provide space for future cabling and circuitry.

All electrical panels, switches and cabling must be placed out of sight and reach of the public. Lockable master control panels should be readily accessible to responsible staff. Power layout should include switches that enable staff to turn on and off groups of PCs and display cases from a central control panel. Circuit and switch panels are to be reviewed with staff while still in the planning stage. All receptacles in the Children's Services area must have lockable covers. Weatherproof and lockable receptacles must be provided on each side of the exterior of the building for maintenance and custodial



use. An additional lockable weatherproof duplex receptacle should be placed on the exterior on either side of the entrance and delivery doors.

Where power and data lines interface with equipment, proper wire management is of great importance to assure security of equipment and service. To the greatest degree possible, cabling and connections should be concealed and protected from accidental or mischievous acts of public while remaining easily accessible for maintenance, adjustment and repair.

The library's essential lighting and electronic equipment is to be provided with adequate emergency power to insure public safety and the security of electronic information. This includes equipment containing vital circulation and management records which all-too-frequently fall victim to power outages or other causes. If battery powered energy is used, an adequate number of units must be installed in public and staff areas to permit safe exit from the building. Such batteries should be automatically recharged and be easily accessible for maintenance. In addition, all PCs and other technology equipment must be protected against static electricity, power surges and other interruptions.

M. SECURITY SYSTEMS

Unfortunately, libraries have joined other public buildings in becoming the targets of vandals, graffiti "artists", and other individuals bent on defacing buildings or committing other crimes. Therefore, a full range of security and life safety devices must be incorporated in the building's design. These range from mandatory sprinkling of the building to intrusion alarms. All detection systems must provide automatic notification to the appropriate response agency.

A well-designed sprinkler system is mandatory throughout the Library. It should employ individually activated sprinkler heads with on-off capability. Ceiling heights must permit a minimum clearance of 18" between sprinkler heads and the top of shelving (canopies). To avoid water damage, the latest technology should be used to guard against accidental release of water. All shelving is to be equipped with canopies to limit possible water damage to collections. Full use of heat and smoke detectors is anticipated, as well. The alarm system must be wired directly into the system used by the authorized responding fire department.

Hand-held extinguishers should be limited to a gross weight of approximately 10 pounds and should be strategically placed throughout the Library. Hose cabinets and standpipes should be recessed into the walls without conflicting with the layout of shelving, furniture and equipment.

Protection against vandalism and intrusion should utilize electronic surveillance equipment with both audible and silent alarms. Panic buttons triggering silent alarms are to be located at each public desk and elsewhere as indicated in the Space Description Sheets. These alarms are to be connected directly to the police or security headquarters responsible for immediate response. One or more annunciator panels may be required for the fire and intrusion systems; these may be located in the Lobby if so directed by the authorities. Rooms or areas containing controls for HVAC, fire suppression systems, etc. that must be accessible to the Fire Department for inspection, testing, etc., must not be



located in public or staff areas of the Library; preferably access should be from the exterior of the building.

In addition to the required panic buttons, Public desks are also to be equipped with a signal device that enables staff to communicate by chime or light from one desk to another in case of an emergency. This system will be used to alert staff at other locations to any potential emergency situations in which assistance may be required.

N. SIGNS

Graphics and signs form an integral part of the design process and should be worked out as the layout of furniture and equipment progresses. To the degree possible signs and graphics should encourage the concept of self-service. Signs must meet Title 24 ADA requirements. End panels on shelving provide a special opportunity for informative signs. Exterior signs should be large, illuminated, and well placed to be read by passing traffic. The more important interior signs must also be illuminated. **The wording for all signs must be approved by the Library.** An innovative electronic library services directory in the form of a kiosk – perhaps with several touch screens - should be located in the Lobby. This directory of library services and locations may be supplemented by an electronic community services directory and a general events announcement screen.

O. AUDIO VISUAL SYSTEMS

As specified in the Space Description Sheets, a variety of audiovisual systems and equipment will be needed. All conference rooms and meeting rooms are expected to be fully equipped for teleconferencing as well as the use of the full range of audio visual equipment for programming. A dish antenna system is to be available for TV reception in these rooms. High-definition (HDTV) television projectors are to be standard in meeting rooms. An audio and video playback system will provide for equipment for previewing materials by individuals in the Audio Visual services area. The Story-time room is to be equipped with audio and video devices to produce special effects that can be programmed and controlled by the storyteller. The technology consultant will provide detailed specifications for equipment and installation.

P. VISUAL SUPERVISION

The ability of a limited number of staff to visually supervise all public areas cannot be overemphasized. It is a critical objective in space planning and in the layout of furniture and equipment, especially stack areas. In addition to general visual supervision of all public areas, some of the key targets include the public entrance, emergency exits, restrooms, stairs and elevators. Use of video cameras and monitors and/or other monitoring devices may be required to cover areas out of visual range. For instance, video cameras that enable staff in the office and workroom to see the number of people waiting at the Circulation and other public service desks could be most useful. The technology consultant will provide detailed specifications for equipment and installation.

Q. MASTER LIST OF FURNITURE AND EQUIPMENT



The following Master Lists of furniture and equipment have been compiled from the Space Description Sheets. These Master Lists address (1) Seating, (2) Technology Equipment Workstations, (3) Furnishings and equipment such as tables, carrels, file cabinets, etc., and (4) shelving.

TABLE 1
ALLOCATION, TYPES AND NUMBER OF SEATS FOR PUBLIC

LOCATION	Lounge Seats	Seats @ Tables	Seats@ Carrels	Seats @ Equipment	Other	TOTAL SEATS
Entrance						N/A
Lounge					Bench for 2	2
Friends Book Sale		2				2
Refreshment Nook	0	8				8
Adult PC Cluster Workstation				6		6
Browsing	6	4				10
Young Adults	2	8	4			14
YA Homework Center			14			14
YA Refreshment Corner		6				6
Public Reprographics: (Computer & Copiers)				4		4
Computer Lab for YA & Adult				12		12
Adult Reading Area	4	28	10			42
Reference services		6	6			12
4 Small Group Study Rooms: 3 w 4 seats & 1 w 6 seats		18				18
Life Long Learning		6	2			8
3 Quiet Reading Alcoves @ 4 seats each		12				12
Tutorial and Individual Learning Cubicles			10			10
Family Literacy Center	5	10				15
Children's Services						
12 PC Workstations: 1 person				12		12
5 PC Workstation: 2 persons				10		10
Pre School		24				24
Primary		28				28
Elementary		20				20
Storytime Room					100	100
Public Meeting Rooms						
Public Conference Room		12				12
Community Meeting Room					125	125
TOTAL	17	192	46	44	227	526

TABLE 2



TYPE AND NUMBER OF TECHNOLOGY EQUIPMENT AND WORKSTATIONS

TECHNOLOGY EQUIPMENT TYPE	NUMBER
<u><i>PC Workstations for Public Use</i></u>	
PC Workstations for Adults	16
PC Workstations for YA	14
PC Workstations: Life Long Learning	2
PC Workstations, Children	29
PCs in Computer Lab	11
PCs for Literacy and Tutorial workstations	5
Total for Public	77
<u><i>PCs for Staff Workstations</i></u>	
Circulation desk	4
Children's Services Desk	2
Public Services Desk (Adult & YA)	2
Workroom, Circulation including 2 for check-in	4
Workroom, General Staff	5
Branch Librarian's Office	1
Total for Staff	18
Total PCs for public and staff	95
Copiers for Public Use	2
Copiers for staff use	2
Microform Reader/Printer	1
FAX machines:	
Public	1
Staff	1
Printers, Scanners, Routers, and other telecommunications equipment to be determined by new systems to be adopted	To be specified by Technology Consultant
Telecommunications equipment for teleconferencing in Public conference Room and Community Meeting Room	To be specified by Technology Consultant



TABLE 3
ALLOCATION, TABLES, CARRELS , FILES CABINETS,
ETC.

LOCATION	2 Place Tables	4 Place Tables	6 place Tables	8 Place Tables	12 Place Tables	Study Carrels	Book Displays	Book Bins	Kios	Book & Ha Carts	File Cabin	Flyer Display
Vestibule								1	1			1
Friends Book Sale							2					
Refreshment Nook	3						2					
Circulation Service Desk								4		6		
Browsing	2	1										
Young Adults	3	1										
YA Homework Center						10						
Adult Collection & Seating	3	4				6					6	
4 YA Small Group Study Rooms: 3 w 4 seats & 1 w 6 seats						12						
Lifelong Learning Center	2											
3 Quiet Reading Alcoves @ 4 seats each		3										
Children's Services		10		2			2				5	
Public Conference Room					12							
Community Meeting Room		2	8									
Sub Total Public	13	21	8	2	12	28	6	5	1	6	11	1
STAFF AREAS												
Circulation Staff Workroom								2		12		
Branch Librarian's Office		1									1	
Public Service Workroom		1										
Shared Staff Facilities	4	2										
Library Supply Storage										2		
Delivery Entrance Area										3		
Sub Total Staff	4	4						2		17	1	
TOTAL	17	25	8	2	12	28	6	7	1	23	12	1



TABLE 4

SHELVING

CALCULATIONS USED TO CONVERT
PROJECTED COLLECTIONS INTO SPACE NEEDS
For more detailed information regarding shelving please see

Table 18,

Section 9 Of the Haskett Branch Library Needs Assessment

COLLECTION	No. ITEMS TO BE SHELVED	NUMBER DOUBLE FACED SECTIONS Total
ADULT		
Fiction	8,124	24
Non-fiction	15,376	46
Misc. (Sp. etc)	5,376	16
New Books	750	3
Paperbacks	3,360	7
Reference	900	4
YA Fiction	1,404	6
(YA NF shelved with Fic) }		
YA Paperbacks	1,935	5
Periodicals	250 titles	8
CHILDREN'S		
Nonfiction	5,700	8
Fiction	2,310	3
Spanish	1,340	2
Paperbacks	2,240	4
Pict.bks & Readers	7,800	14
AUDIO VISUAL†		
Videos	700	†
CDs	670	†
DVDs	1,600	†
Audio Cassettes	524	†
TOTAL	59,417	150†



Where Single Faced Sections are used their capacities are 1/2 of that of DFS of the same height.

Volumes per 66" DFS = (10 shelves) = 288

Volumes per 48" DFS = (6 shelves) = 540

Volumes per 48" DFS = (4 shelves) = 360

†100 SF allowed for AV items to be housed in special units; square feet required depends upon

manufacturer's recommended capacity for the type of units chosen.
Not counted in total.



PART 2

ADDITIONAL GUIDELINES

SUPPLEMENTING THOSE SPECIFIED IN

APPENDIX 5 OF SECTION 20440 TITLE 5 LIBRARY BOND ACT REGULATIONS

Consultant's Note: *Although not called for in the Title 5 Bond Act Regulations the following supplemental guidelines are added because they have been helpful in previous library projects. Generally applicable to the entire project these added guidelines have been found useful in promoting a better understanding between project staff members. If not included here they would require repeated insertion. They also provide an additional resource for clarifying and emphasizing certain basic factors that can be important determinants in the planning of a successful public library building.*

1. Design Parameters and Future Space Needs

The Haskett Branch Library must be a sustainable building and distinctive in appearance, inviting and highly visible. It must also fit into the surrounding Maxwell Park environment. Both the exterior and interior must make it a "friendly" and inviting building to the prospective user. The interior and exterior should create a harmonious and meaningful whole. An easily accessible and clearly marked passenger drop-off zone should be as near as possible to the entrance. Handicapped parking and adequate user parking should be adjacent to the building, remembering that many people come and go with arms heavily laden with library materials and often shepherding small children.

For the user, the layout and design of the interior is far more important than architectural design elements. "Convenience," "comfort" and "user friendly" must be watchwords. Flexibility is the key to a sustainable building design permitting it to adapt easily to new patterns of use, adopt new programs, add new collection formats, accommodate new user needs and support cost-effective staff operations.

Of course, all applicable building codes and other current regulations such as the *Americans With Disabilities Act (ADA)* must be followed. Power supply and distribution, lighting, data line availability and optimum HVAC is a key concern. Shelving construction and installation must conform to the latest seismic bracing regulations approved by the California State Library.

2. Assignable and Nonassignable Space Defined

As used in this Building Program, assignable space is quantified as Net Square Feet. Quantities of space presented as "Gross" square feet include both the assignable (net) and nonassignable space. Unless otherwise indicated, assignable space is assumed to provide space for the object plus limited people circulation space. Examples of Circulation and nonassignable space are shown in Table 2-1 and Table 2-2.



TABLE 2-1

ASSIGNABLE CIRCULATION SPACE ALLOWED IN PROGRAM

**In general, an allowance of the following amounts has been provided in the estimates of Assignable Space provided in the *Space Description Sheets*
Part 2**

3' of circulation space around objects such as a table
36" wide aisle in front of shelving
3' of circulation space in front of public desks
3' of circulation space in front of wall and museum-type
display cases and bulletin boards

Using these guidelines results in an allowance of:

25 sq. ft. for each person seated at a table or carrel
30-35 sq. ft. for each lounge chair and its occupant
30 sq. ft. for seats at equipment such as PC terminals &
microform readers
30-45 sq. ft. for oversized carrels or those with two seats.
20 sq. ft. for seats at tables and carrels in Children's Room
50 sq. ft. for console copy machine

TABLE 2-2

NONASSIGNABLE SPACE

**Space required for the following items has NOT been included in the
*Assignable Space Estimates appearing in Part 2 Space Description Sheets***

Structural elements such as walls and columns
Mechanical, electrical and telephone equipment rooms
Duct shafts, pipe chases, and similar constructions
Stair wells and elevator shafts
Public and staff Restrooms
Custodial closets other than those provided in the program
General queuing and circulation space around desks beyond that
indicated under Assignable space, above
People Circulation space in Lobby's, etc.
Transverse and perimeter aisles in shelving areas since the
number and extent cannot be foreseen
Corridors and vestibules
All other spaces which cannot be used for library collections,



services, staff and operations.

3. Space Utilization and Floor Load

Limited project funds makes it mandatory that the Haskett Branch Library building be designed to maximize the ratio of net (assignable) square feet to gross square footage. Valuable space must not be lost through the inclusion of unnecessary architectural elements or the improper location, dimensioning, or spacing of structural components such as columns, mechanical cores, duct shafts, etc. Structural bays should be as large as economically feasible and in keeping with the 3' module established by standard library shelving.

If site restrictions require a multi-level design, great care must be given the allocation of functions and space to each level. The ground floor level should be dedicated to the most heavily trafficked functions. Children's Services, for instance, should be located on the ground level to avoid the complications of having youngsters use stairways and elevators. If public meeting rooms are located on other than the ground floor, special attention must be paid to the ramifications for security during after-hour access.

The entire building should have a minimum floor load capacity of 125 pounds per square foot while any portion supporting or planned to support compact storage shelving must meet the requirement of 300 pounds per square foot.

4. Building Orientation

The design and the orientation of the public and delivery entrances must offer protection from adverse weather and from prevailing winds. The public entrance should be immediately recognizable and easily accessible from the parking area. To the degree possible, building orientation and fenestration exposure should maximize use of north light. Views from windows in public and staff areas should look out on attractive vistas -- not streets, parking lots, walls of adjacent buildings, or rooftops. There should be maximum visual exposure to Maxwell Park and/or the Library Reading Garden. Care is to be taken to avoid locating windows where they will be subject to undue glare from windows in opposing structures, etc.

5. General Atmosphere

It is imperative that the building's atmosphere helps to stimulate and motivate the user. Therefore, the general ambience of the interior must be inviting to the user. It must not be intimidating in scale, design or appointments. Transition from one area to adjacent areas should be easily apparent and inviting. Reading areas are to vary from relaxed lounge seating and study tables to quiet study rooms. The proper organization of shelving will facilitate the logical and sequential arrangement of library materials. Items of furnishings must be appropriate for their intended uses with attention given to function, maintenance and life-cycle. The purpose of each area should be immediately evident to the user using signs where appropriate. Public desks need to be logically located and well signed so that assistance to users and supervisory control can be provided with a minimum of staff.



6. Functional Relationships

Functional relationships as described in the *Space Description Sheets* in Chapter 3 and shown as bubble diagrams in Chapter 4, are to be incorporated into the design of the building. The axiom **Form must follow function** is to be strictly adhered to. Every effort needs to be made to maximize user convenience, promote self service and heighten staff productivity. Supervision of public areas is a major concern and must require a minimum number of staff.

7. Walls, Partitions and Ceiling Heights

Load bearing walls are to be kept to a minimum in keeping with the need to create open, flexible spaces. Interior partitions, likewise are to be minimized. Open office systems may be used where practical for staff offices and workrooms. Shelving may be employed for creating alcoves or other distinctive spaces in public areas.

Library ceilings normally range between 10' and 14' in height. The minimum height must accommodate 90" high ranges of shelving with sufficient space above for the distribution of air and light. There must be at least 18" clearance between sprinkler heads and book shelving canopies. Ceiling heights must also be considered in terms of their psychological effect. Varying the ceiling heights provides a more interesting environment with lower ceilings often used in Children's Services areas. Dropped ceilings can provide identification of special elements such as public desks or special interest areas.

8. Roof Design

Leaking roofs are a chronic problem for libraries and cause considerable damage to collections as well as inconvenience to public and staff. Poor design, inadequate roofing materials, inferior installation, unsatisfactory maintenance practices, or a combination of these afflictions are usually found to be at fault in such incidences. *For this reason flat, or nearly flat roofs, are not acceptable, despite any promises or warranties offered by designers, roofing companies, etc.*

Roof drainage is to be engineered to carry substantial volumes of water from the occasional heavy shower or downpour. This includes all perimeter and interior gutters and piping as well as down spouts. Roofs must have sufficient pitch to insure quick runoff without puddling. Down spouts must carry water away from the building and under walks. Roofing materials must be sufficiently strong and properly installed to resist heavy, gusty winds and warranties should extend at least 20 years. While HVAC equipment should NOT be installed on the roof, provision is to be made for one or more roof-mounted dish antennas consistent with TV reception and other communications needs. Pads for all equipment located on the roof must be large enough to provide for servicing.

9. Minimize Maintenance



Appropriate walkways are to be provided on the roof for workers to reach and each item of roof mounted equipment without walking on roofing materials. Future maintenance and replacement costs must be a consideration in the selection of all equipment, furniture, building materials, finishes, wall and floor coverings, fenestration, hardware, plumbing fixtures, lighting fixtures, etc. Where paint is used, it should be of high quality and selected from standard colors offered by a recognized manufacturer. Colors must not be mixed. The Library must keep maintenance, repairs and equipment replacement expenditures at a minimum since such funds represent a reduction in the money otherwise available for providing services and collections.

10. Handling Internal Traffic

The logical arrangement of functions should result in a harmonious and easily understood layout that avoids congestion, public inconvenience, loss of staff time and minimizes unnecessary noise and disruptive commotion. internal traffic, generated by (1) the library user, (2) the library staff and (3) the movement of library materials is to be recognized in the design of the building and especially in the layout of the interior and the choices of floor coverings.

11. Book Shelving

Shelving requirements used in this building program are based on the use of standard double faced sections (DFS) of steel library shelving units which are three feet wide, with a twenty to twenty-four inch deep base. Aisle widths must comply with the new *Americans With Disabilities Act* that require a minimum of 36" aisles between stack ranges, recognizing that wider aisles should be used whenever possible. Square foot estimates for shelving given in this *Building Program* DO NOT include space for transverse and perimeter aisles since their number and location can not be predicted. Unless otherwise indicated, shelving units are presumed to contain the number of shelves shown in Table 2-3.

Sections of shelving forming a row between transverse aisles are known as **ranges** of shelving. In most situations, ranges should contain from 6 to 10 sections of shelving. Shorter ranges interrupt the sequential organization of the collections and increase the gross square footage necessary for additional transverse aisles. Longer ranges often increase travel distance for staff and users.

While sometimes considered optional, end panels and canopies are strongly recommended. Manufacturers offer a variety of end panels ranging from decorative to utilitarian including tack board and slat wall. These provide additional opportunities to publicize collections and to display library materials.

Book display units such as those used by retailers are often preferred for browsing and for nonprint materials. However, traditional library shelving can sometimes be adapted to this purpose through the use of shelving inserts offered by some manufacturers. In any case, customer access and convenience must be the prime consideration.



TABLE 2-3

SHELVING CHARACTERISTICS AND DEFINITIONS

Single faced sections (SFS):

42"-48" high sections (counter height): 2-3 shelves

60"-66" high sections (intermediate): 4-5 shelves

90" high sections: 7 shelves

Double faced sections (DFS)

42"-48" high sections, (counter height): 4-6 shelves

60"-66" high sections (intermediate): 8-10 shelves

90" high sections: 14 shelves

Each 3' wide single faced section (wall shelving) including its base and adjoining 36" wide aisle is assumed to require 14 net square feet

Each 3' wide double faced section, including its base and adjoining 36" wide aisle is assumed to require 15 net square feet.

Shelving capacities vary depending upon the nature of the collections to be housed

** To repeat: Net square feet does NOT include allowance for peripheral and transverse aisles which in the Building Program are considered a part of the nonassignable space.*

Shelving construction and installation for the collections must meet Title 24 requirements and the seismic standards for library shelving established by the California State Library. This includes a floor load requirement of at least 125 pounds per square foot or 300 pounds per square foot for compact shelving. Seismic requirements for shelving should be requested of the California State Library.

12. Entrances, Exits and the Lobby

In addition to serving as an introduction to the Library, the Lobby provides entry into the Friends Book Sales and Gift Shop. The Public Restrooms are also accessed from the Lobby as well as the Public Conference Room, and the Community Meeting Room. These elements must be arranged so that the Public Restrooms will be available when the meeting rooms are used after library hours. At such times, it must be possible to separate and secure the Library portion of the building from the Lobby. During library hours, supervision will be provided by staff located near the Library Circulation Services Desk.

Well-placed video cameras with monitors at the Circulation Services Desk (or other designated location) will probably be needed to provide adequate visual supervision. Entry doors as well as doors to each of the meeting rooms and Restrooms should be equipped with electronic door locks that can be operated by staff at the Circulation Services Desk.

A separate entrance is to be provided for staff and Delivery. It must be easily accessible to its designated traffic, but inconspicuous to the public. The staff entrance must be



adjacent to staff parking and permit direct access to the staff office and workroom area. No loading dock will be necessary.

Emergency exits must be located where they can be readily supervised by staff at public desks. All exit doors must be protected with panic hardware, as well as an audible alarm and strobe warning lights in keeping with code and ADA requirements. The staff and delivery entrance(s) should be clearly separated from the public entrance so that there will be no confusion on the part of the public.

13. User Accommodations

User accommodations have a profound affect on the use made of the library. Clusters of seating are preferred to rows of tables. Furniture must be well designed, sturdy and attractive.

Seating should be interspersed with the collections so that a lounge seat, study table or carrel is never more than a few steps from the collection shelves. Seating must be comfortable and durable with finishes that are easily maintained. Maintenance and replacement costs will be reduced by using chairs with wood seats and backs rather than upholstered units. Upholstered lounge chairs must have zip-off covers for ease in cleaning and repair.

Other user accommodations include such items as atlas and dictionary stands, index tables and housing for PCs. Unless otherwise indicated, it is intended that all PCs and their peripherals be securely anchored to tables or counters at sit-down height. Power and data cabling including connections should be carefully and securely concealed.

14. Automation

Extensive use is to be made of automation with increasing reliance expected on computers as time goes on. The automation specialists for the City and the Library must be fully involved as resource persons in the planning for automation. This should include an experienced Technology Consultant fully conversant with public library services and automated systems. In conjunction with the Magnolia School District Agreement, the Haskett Branch Library will be equipped with both PCs and MACs with the number of each yet to be determined. Library automation will range from the on-line catalog and automated circulation system to extensive use of PC's. Linkage is to be provided with the Main library, other Branch Libraries, the City Hall and may be extended to electronic information resources such as the School District libraries, and other public entities. Technology equipment includes access to roof-mounted dish and other antenna. Carpet or other floor covering must provide for static control. Unless otherwise determined, the building should be cabled for a Local Area Network (LAN) with terminals in offices and workrooms as determined during design.

15. Clocks

All clocks included in the *Space Description Sheets* are to be synchronized on a master clock system. Clocks must have large and very readable faces with Arabic numerals.



Their location is indicated in the *Space Description Sheets*. Location of the Master Clock control must be selected carefully and available only to authorized personnel.

16. Furniture and Equipment Layout

The choice of styles and layout of furniture and equipment largely determines public reaction to a new Library and often impacts their eventual acceptance. Therefore, the services of a talented, competent and experienced interior designer is recommended. Special attention must be given to the accessibility of major functions and to traffic patterns. Furniture layout must begin with early schematics and evolve as planning progresses. Since the Library will continue through the years to respond to changing patterns of service and collection development, flexibility in the layout is a primary condition. Maintaining clear sight lines for supervision will be extremely important.

Care must be taken in choosing those materials and finishes that do not contribute to the "Sick Building" syndrome. Durability and low maintenance make wood finishes preferable. Therefore upholstered furniture should be used sparingly and only where it is most suitable. The color pallet should avoid trendy shades and fashionable hues that will quickly date the furnishings

17. Art Work Including "Art in Public Places"

Works of art that may be incorporated into the Library building must not adversely affect the Library's operations or the flexibility of the interior arrangement. If works of art are to be used, they should be selected early in the design process so that proper space, lighting and other conditions can be provided. All requirements of the City's Art in Public Places policy must be followed.

18. Landscaping

Landscaping is to be compatible with that of Maxwell Park with emphasis where possible on sustainable Xeriscape plantings. The Library Reading Garden provides a special opportunity for accentuating seasonal color as well as perennials. Species requiring minimum maintenance including water and pruning will be preferred. Landscaping must not conceal or obscure the Library's entrances or emergency exits from security patrol vehicles and guards on foot. For visual control and supervision only low-growing shrubs should be used around the exterior and along walkways and parking. Exterior lighting of walks, parking, etc., must not be obstructed by plantings. Landscaping should include a complete drip irrigation system with timing devices, valves, etc. located in locked cases outside the Library where controls are available to responsible personnel. The domestic water system for the landscaping should be entirely separate from that inside the building. Reclaimed water may be used for landscaping.



CHAPTER 3

SPACE DESCRIPTION SHEETS; Assumptions and Relevant Prior Text References

The specifics contained in these Space Description Sheets are the product of in-put from the Library staff, information gathered from various City sources, generally accepted planning guidelines, and the Consultant's experience. This process involves review and concurrence by library staff, and submission to the City for approval for use as the architectural design guidelines.

Certain assumptions, stated below have been made in formulating and recording information included in the ensuing *Space Description Sheets*. All of these are intended to meet the requirements of Title 5 regulations while avoiding lengthy and needless duplication. Reference is also hereby made to portions of the preceding chapters aimed at adding further detail and clarification to various important design requirements.

NOTE: Whether or not specifically called out in these *Space Description Sheets* the following requirements pertain

- 1. This *Building Program* recognizes that there are continuing changes occurring in specifications and other requirements for wiring, data cabling, outlets, possible use of wireless technology, etc. Therefore, the Building Program's specifics in this area require review and revision by qualified Electrical and Technology Engineers using their knowledge of the latest applicable codes and advances in technology. For this reason, such specifics as quad receptacles have been omitted from the individual *Space Description Sheets*.**
2. DSL cabling is to be used for ALL PCs & MACs in both public and staff areas.
3. To the extent possible, fiber optic cabling is to be used throughout the Library.
4. All PC's, and MACs unless otherwise noted, will be on DSL
5. All PC's and MACs for Staff Offices and for Staff Workstations are to have quad receptacles with data ports, surge protection and a non-interruptible power supply lasting for at least 30 minutes of operation and shutdown in case of power failure.
6. All carrels and some reading tables as noted in the text are to be wired and provide data ports for laptop PC's.
7. During design, specific key PCs and other electronic equipment will be designated for dedicated power lines.
8. Each piece of technology equipment is to have a separate duplex or quad receptacle.



9. Telephones are to be provided in all offices and at other workstations as indicated.
10. Every space including all public areas, restrooms, offices, workrooms, and storage rooms is to be provided with an adequate number of Public Address speakers; those in meeting rooms, offices and workrooms are to have individual volume controls.
11. Panic buttons are to be located at all public desks, offices and workrooms.
12. All library entrances, emergency exits, public areas and other spaces as designated are to be electronically monitored.
13. Workstation descriptions in the *Space Description Sheets* are generic in nature since components vary depending upon manufacturer and the interior designer and client's interpretation of tasks to be performed and other factors. Generic workstations have been given the following titles with basic assumed components listed accordingly:

Workstations for the Public:

To be designed as millwork or assembled as modular furniture with full library staff input.

Public Service Desks:

To be designed by architects with staff input.

Workstations for Staff:

To be designed as millwork or assembled as modular furniture with full library staff input.

In Offices/Workrooms, etc.

Executive Modular Workstation

Suggested:

Approximately 18 linear ft of desk height work surface to include:

- Corner PC unit with keyboard tray
- Peninsula conference unit
- 2 drawer lateral file pedestal underneath work surface
- Under-work surface box/box/file pedestal
- Under-work surface pencil drawer
- Above work surface tack board
- Above work surface tool bar with appropriate accessories
- Overhead storage (at least one lockable compartment)
- Wire Management required



Librarian/Supervisor Modular Workstation

Suggested:

Approximately 16 linear feet at desk height work surface to include:

- Corner PC unit with keyboard tray
- 2 drawer lateral file pedestal under work surface
- Box/box/file pedestal under work surface
- Pencil drawer under work surface
- Tack board above work surface
- Tool bar with appropriate task accessories above work surface
- Overhead storage (at least one lockable compartment)
- Wire management required

Secretary Modular Workstation

Suggested:

Approximately 18 linear feet at desk height work surface to include:

- Corner PC unit with keyboard tray
- 2 - double lateral file pedestals under work surface
- 2 box/box/file pedestals under work surface
- Pencil drawer under work surface
- Tack board above work surface
- Tool bar with appropriate task accessories above work surface
- Overhead storage (at least one lockable compartment)
- Wire management required

Clerk I Modular Workstation

Suggested:

Approximately 12 linear feet at desk height work surface to include:

- Corner unit for PC with keyboard tray
- 2 drawer lateral file under work surface
- Pencil drawer
- Tack board above work surface
- Tool bar with appropriate task accessories above work surface
- Overhead storage (at least one lockable compartment)
- Wire management required

Clerk II Modular Workstation

Approximately 6 linear feet at desk height work surface to include:

- Keyboard tray
- Box/box/file pedestal under work surface
- Pencil drawer
- Tool bar with appropriate accessories above work surface
- Tack board above work surface
- Overhead storage (at least one lockable compartment)
- Wire management required



Modular Work Counter

Suggested: Length of counter height work surface as required by program.
should include for each "kneehole" space:

- Keyboard Tray
- Pencil drawer
- Box/box/file pedestal under work surface
- Tack board above counter
- Tool bar with appropriate accessories above work surface
- Overhead storage where possible (at least one lockable compartment)
- Wire management is required

Manager = Assistant Library Director and Department Heads
Secretarial
Librarian
Technician
Clerical
Volunteer (including Friends of Library)
Work counter

13. Additional Criteria:

To provide program information for some aspects not covered in the Title 5 "Requirements," several topics are included as Additional Criteria following item "R. Workstations..." including: (1) Atmosphere, (2) Display, (3) Clocks, (4) Plumbing.

